

(UNSOLICITED OPTION)

**SMALL BUSINESS SUBCONTRACTING PLAN OUTLINE MODEL**

GSA provides this plan as a tool. It does not establish minimum requirements for an acceptable plan. The model reflects objectives GSA encourages contractors to adopt. GSA expects offerors to thoroughly review the requirements set forth in FAR 19.704, Subcontracting plan requirements, and FAR clause 52.219-9, Small Business Subcontracting Plan, before submitting their contracting plans.

This subcontracting plan, and subsequent amendments thereto, is established to be consistent with the intent and requirements of FAR 52.219-9, implementing the provisions as they apply to small business, small businesses owned and controlled by socially and economically disadvantaged individuals, small business owned and controlled by women, small business in historically underutilized business zones, veteran-owned business, and service-disabled veteran-owned businesses. This program applies to the following **Company**:

**Company Name:** 2200 C Street, L.L.C.

**Company Address:** c/o The JBG Companies  
4445 Willard Avenue  
Suite 400  
Chevy Chase, MD 20815

Kathleen L. Webb

(Typed Name)

Agent

(Title)

(b) (6)

3/29/06

(Signature)

(Date)

*KLW*

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Attachment A – SB/SDB/WOB/HUBZ/VOB/SDVOB Goals Sheet for Real Estate

This plan will be implemented after proper approval by and under the authority of the Contracting Officers.

### 3.2 Policies and Procedures

**Company** maintains a comprehensive set of policy and procedure manuals which define **Company** standard business practices. These manuals describe management responsibility and provide **Company** guidance and intent relative to the implementation of government contracting policy.

### 3.3 Management Interest and Involvement

In an effort to obtain total involvement of all requirements, proposal, and procurement personnel, **Company** management has a policy to award a percentage of all subcontract dollars to SBC/SDB/WOB/HUBZ/VOB/SDVOB's. **Company** project, line, and administrative managers at all levels are strongly committed to the success of our subcontracting efforts with SBC/SDB/WOB/HUBZ/VOB/SDVOB's. Their interest and involvement are demonstrated by active participation in developing and implementing plans for achieving aggressive subcontracting goals. **Company** management cited in this plan and the SBC/SDB/WOB/HUBZ/VOB/SDVOB Liaison Officer conduct a periodic review with managers to assist in problem solving and to provide guidance on policy issues.

### 3.4 Training and Motivation

**Company** conducts extensive internal training courses for line, procurement, and staff managers at all levels of responsibility. These courses provide a means of orienting management, requirements and acquisition personnel in government and **Company** policies and procedures. The training course covers basic requirements and theory. In addition, specific case histories documenting company experience in implementing various SBC/SDB/WOB/HUBZ/VOB/SDVOB policies and procedures are presented and discussed in an open forum.

Subcontracting policy and experience have been key elements of the **Company** management training courses in the past. This has included the specific challenges and opportunities associated with subcontracting with SBC/SDB/WOB/HUBZ/VOB/SDVOB's.

In addition to internal courses, **Company** line, procurement, and staff managers aggressively seek out and participate in the learning opportunities provided through professional associations and symposia external to the **Company**.

**Company** believes that this combination of internal and external training has been extremely instrumental in providing our managers with the specific professional knowledge and motivation that leads to our solid record of increasing achievement each

year. We believe that this approach is extremely effective. We intend to continue our program of personnel training and motivation as in the past, modifying and expanding it as necessary to meet any changing government requirements.

### 3.5 Assistance to SBC/SDB/WOB/HUBZ/VOB/SDVOB's

Traditionally, **Company** has provided assistance to SBC/SDB/WOB/HUBZ/VOB/SDVOB's in accordance with the provisions of FAR 52.219-9, and pertinent **Company** regulations. **Company** has expanded outreach programs to ensure that these concerns obtain needed technical assistance and advice.

### 3.6 Make or Buy/Advance Purchasing Decisions

During the developmental phase of the applicable bill of material/equipment list for each project, proposal personnel ensure adequate and timely consideration is given to the potentialities of SBC/SDB/WOB/HUBZ/VOB/SDVOB's in all make or buy/advance purchasing decisions. After contract award, all program and functional personnel are continuously evaluated against **Company** commitment to the procurement policy and specific subcontracting plan to ensure a proportionate amount of subcontracts are awarded to SBC/SDB/WOB/HUBZ/VOB/SDVOB's.

### 3.7 Counseling of Referrals

It is **Company's** standard practice to interview SBC/SDB/WOB/HUBZ/VOB/SDVOB's, if appropriate, upon their first visit. During these screening interviews, **Company** thoroughly explores the products or services offered for potential application within **Company**. The individual concerns are then referred for an in-depth interview to the appropriate procurement group responsible for the acquisition of their products or services. In this manner, the business concerns become known to the cognizant procurement personnel and available as potential sources from whom quotations can be solicited for current and future requirements. All referrals from the Small Business Administration are contacted and arrangements made for an interview with appropriate technical or procurement personnel.

### 3.8 Goal Development Methods

In accordance with the provisions of FAR 52.219-9(d)(1), **Company** has elected to develop its subcontracting goals based on percentages of total planned subcontracting dollars for the use SBC/SDB/WOB/HUBZ/VOB/SDVOB's as subcontractors. Specifically, all subcontractors that contribute directly to contract performance will be included as a part of each subcontracting plan's commitment goals. When developing subcontracting goals, the responsible buyers/subcontract specialists review the

applicable bill of material/equipment list to identify those material and equipment items that can potentially be procured from SBC/SDB/WOB/HUBZ/VOB/SDVOB so that the SBLO can be advised accordingly. The total PLAN dollars available to subcontract with SBC/SDB/WOB/HUBZ/VOB/SDVOB's is then allocated between these groups as goals. Direct commitments are incorporated in these estimates. The principal material/equipment items to be procured, and the names of potential SBC/SDB/WOB/HUBZ/VOB/SDVOB sources will be identified for subsequent inclusion in this PLAN and **Company** negotiated contracts.

**ATTACHMENT A**

**This format is used for Real Estate Only**

**GOAL INFORMATION SHEET**

**SOLICITATION FOR OFFERS 04-052**

**PLAN FOR SUBCONTRACTING WITH**

**SMALL BUSINESS CONCERNS (SBC)**

**SMALL DISADVANTAGED BUSINESS CONCERNS (SDB)**

**WOMEN-OWNED SMALL BUSINESS CONCERNS (WOB)**

**SMALL BUSINESS FIRMS IN HISTORICALLY UNDERUTILIZED BUSINESS ZONES (HUBZ)**

**VETERAN-OWNED (VOB)**

**SERVICE-DISABLED VETERAN-OWNED (SDVOB)**

1. The following goals (expressed in both dollars and percentage of the total planned subcontracting dollars) are applicable to the contract awarded under the solicitation cited above.

1015

CONSTRUCTION ASPECT

DOLLARS    PERCENT

- (a) Total planned subcontracting to all types of Business under this contract. (Initial Term)  
(Renewal)
- (b) Planned subcontracting to small business (including small disadvantaged businesses, women-owned small businesses, small veteran-owned and small service-disabled veteran-owned and small business concerns in historically underutilized business zones).  
(Initial Term)  
(Renewal)
- (c) Planned subcontracting to small disadvantaged businesses.  
(Initial Term)  
(Renewal)
- (d) Planned subcontracting to women-owned small businesses.  
(Initial Term)  
(Renewal)
- (e) Planned subcontracting to small business concerns in historically underutilized business zones  
(Initial Term)  
(Renewal)
- (f) Planned subcontracting to veteran-owned  
(Initial Term)  
(Renewal)
- (g) Planned subcontracting to service-disabled veteran-owned  
(Initial Term)  
(Renewal)

(b) (4)



new

SERVICES ASPECT

DOLLARS    PERCENT

- (a) Total planned subcontracting to all types of Business under this contract. (Initial Term) (Renewal) (b) (4)
- (b) Planned subcontracting to small business (including small disadvantaged businesses, women-owned small businesses, veteran owned business, service-disabled veteran-owned and sm business concerns in historically underutilized business zones) (Initial Term) (Renewal)
- (c) Planned subcontracting to small disadvantaged businesses. (Initial Term) (Renewal)
- (d) Planned subcontracting to women-owned small businesses. (Initial Term) (Renewal)
- (e) Planned subcontracting to small business concerns in historically underutilized business zones (Initial Term) (Renewal)
- (f) Planned subcontracting to veteran-owned (Initial Term) (Renewal)
- (g) Planned subcontracting to service -disabled veteran-owned (Initial Term) (Renewal)
- (h) The following principal supplies and services will be subcontracted under this contract, and the distribution among SB, SDB, WOB, VOB, SDVOB and HUBZ concerns is as follows:



### Construction Aspect:

Products and/or services to be subcontracted under this contract, and the types of businesses supplying them, are: (Check all that apply).

BUSINESS CATEGORY OR SIZE								
PRODUCT/SERVICE	SIC	LARGE	SMALL BUS.	SDB	WOSB	HUB-ZONE	VO SMALL	SDVO SMALL
Interior Construction		x	x	x	x	x	x	x

(Attach additional sheets if necessary.)

**Services Aspect:**

Products and/or services to be subcontracted under this contract, and the types of businesses supplying them, are: (Check all that apply).

BUSINESS CATEGORY OR SIZE								
PRODUCT/SERVICE	SIC	LARGE	SMALL BUS.	SDB	WOSB	HUB-ZONE	VO SMALL	SDVO SMALL
Utilities		x						
Elevator Maint.		x						
Window Cleaning			x					
Pest Control			x					
Carpet Cleaning			x					
Landscaping			x					
Trash Removal		x						
Chem. Water Treat.			x					
Security			x					

(Attach additional sheets if necessary.)

*msw*

(NOTE: Supplies/services planned to be subcontracted to small business concerns should be identified by (SB); those for small disadvantaged businesses by (SDB), those for women owned small businesses by (WOB), those for veteran-owned by (VOB), those for service-disabled veteran-owned by (SDVOB) and those for HUBZ Zone businesses by (HUBZ). As an example, "Window washing (SB), Janitorial Services (SDB), Security (WOB), Pest Control (HUBZ). Only items applicable to the specific contract to be awarded should be included. (Use attachments if necessary.)

(g) Indirect and overhead costs (Check one): have been included  
have not been included in the goals specified in (b), (c), (d) and (e) above.

(h) If "have been included" is checked, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to small business concerns, small disadvantaged business concerns, women owned small business concerns, veteran/service-disabled veteran-owned and small concerns in historically underutilized business zones.

2. In order to effectively implement this plan to the extent consistent with efficient contract performance, the **Company** shall perform the following functions:

(a) Assist SB, SDB, WOB, VOB, SDVOB and HUBZ concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential SB, SDB, WOB, VOB, SDVOB and HUBZ subcontractors are excessively long, reasonable efforts shall be made to give all such concerns an opportunity to compete over a period of time.

(b) Provide adequate and timely consideration of the potentialities of SB, SDB, WOB, VOB, SDVOB and HUBZ concerns in all "make-or-buy" decisions.

(c) Counsel and discuss subcontracting opportunities with representatives of SB, SDB, WOB, VOB, SDVOB and HUBZ firms.

(d) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, SDB, WOB, V/SDVO or HUBZ for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the **Company's** subcontracting plan.

### 3.9 SIGNATURES REQUIRED

This subcontracting plan was submitted  
by:

Signature: *Kathleen Webb*

Typed Name: Kathleen L. Webb

Title: Agent

This subcontracting plan was accepted by:

Signature:

Typed Name:

Title: Contracting Officer

Date:

Date: 3/29/06

This subcontracting plan was reviewed by:

Signature:

Typed Name:

Title: Small Business Technical Advisor

Date:

This subcontracting plan was reviewed by:

Signature:

Typed Name:

Title: SBA PCR

Date: